

## Commission Meeting

February 25, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

### MEETING MINUTES

In Attendance: Paula Brown-Almond, Bob Douglas, Jeannie Jacobs, Carl Havener, and Mildred H. Johnstone.

Absent: Christine Applegate, Gloria Lofthus, Connie Massie, and George Russell.

**1. PUBLIC COMMENT – None**

**2. CONSENT AGENDA –** Commissioner Bob Douglas made the motion to approve all items on the consent agenda, seconded by Commissioner Jeannie Jacobs, motion carried 5-0.

- 2.1** One change to the agenda was noted: Item 3.7 EVALUATION OF PROGRAM DIRECTOR – Personnel Committee will be giving an update only and will not need a closed session.

**3. REGULAR AGENDA**

- 3.1 Appointment of Members-at-Large:** Connie Massie was appointed to the Commission for another 3-year term (expires 1/31/06) by the Tehama County Board of Supervisors at their regular meeting on February 4, 2003.

**3.2 Director's Report:**

- Kit distribution update:

Year Two Allocations:	<b>1,268</b>	
Kit Orders Received to 12-13-03:		835
1-800 Number Orders:		<u>263</u>
Total Kits distributed since 6/15/02	<b><u>1,098</u></b>	
Balance Available:	<b>170</b>	
- We have contacted the Regional Rep in Sacramento and requested an additional 500 kits.
- At the January CCFC Meeting the Commission approved the release of a request for proposal to continue production and dissemination of the Kit for New Parents, for an approximately three-year supply. The contractor will manage the comprehensive Kit project, including printing, procuring and fulfilling components of the Kit, and providing content review, design changes and delivering training on use of the Kit. The State Commission also approved production of additional Kits and fulfillment within existing expenditure authority in a current contract.
- CBO Grant Program update: The Community Based Organization Grant Program is designed to outreach to target audiences through grassroots interpersonal communications with those not reached by the mass media campaigns to deliver First 5 California messages, materials and connections to local resources. Booths will be set up at this year's Children's Faire and Cinco de Mayo celebration and include local information. Commission staff will be present.

- 85 of the 105 registrants attended the Brain Development in the Early Years Workshop, Saturday February 8th held in Red Bluff co-sponsored by First 5 Tehama
- Rural Caucus met and discussed State funding priorities, Association Strategic Planning, Regional TA, and rural County priorities.
- Received notification that Mercy Foundation North will be recognizing the Commission for our contributions in supporting the various works of the Sisters of Mercy in Tehama County. Mercy Foundation North is the Fiscal Intermediary for our WIC grant. Our name will be inscribed on a plaque and placed on permanent display on their donor wall.

### 3.3 Project Updates:

**GRANTEE:** ..... **Women, Infants, and Children (WIC)  
Supplemental Foods Program**

**Grant Type:** ..... Direct Services Grant

**Funding Cycle:** ..... February 6, 2002 through January 31, 2004

**Project Director:** ..... Sue Mitchell

**Fiscal Intermediary:** ... Mercy Foundation North

**Grant Award:** ..... \$157,886.00

**Project Description:** Bilingual Perinatal and Postpartum Education program, serving women from prenatal period through six weeks postpartum. "Kits for New Parents" will be utilized to develop curriculum and as a working tool throughout the series.

#### Project Status (August through December):

Class Description	Language	Classes	Participants	First Time Parents
Childbirth Classes	English	3	36	13
	Spanish	2	15	10
Breastfeeding	English	3	46	15
	Spanish	1	8	8
Waterbirth	English	3	79	24
	Spanish	1	8	8
<b>Totals</b>		<b>13</b>	<b>192</b>	<b>78</b>

Year 2 Scope of Work and Budget revisions were completed this month.

**GRANTEE** ..... Northern Valley Catholic Social Service

**Grantee Type** ..... Direct Services

**Funding Cycle** ..... August 1, 2001 – July 31, 2003

**Interim Director** ..... Darcie Gore

**Interim Manager** ..... Camilla Delsid

**Grant Award** ..... \$360,947.00

**Project Description:** Expand existing Family Resource Center in both capacity and delivery of services. Core services include: parent education; child development activities; resource and referral; drop-in availability; peer-to-peer supports; on-site child care. Outreach plan delivered at end of year two.

**Project Status:** Met with Interim Director, Darcie Gore. Discussed staffing patterns, Corning expansion, outreach planning, FRC work plan, school readiness, sustainability, reporting and documentation.

Problems still persist with accurate reporting and monitoring systems. Lack of Program Manager and full-time Director also continues to negatively impact project oversight.

The Deputy Director of NVCSS has been assigned Tehama County oversight in the interim and has been in the office 2 days per week since January.

NVCSS Administrative Staff; Darcie Gore, Interim Tehama County Director; Camilla Delsid, Interim Program Manager; and Jan Mauer-Watkins, Executive Director, were present to discuss project status. Darcie Gore began by distributing excel spread sheets with service numbers for the months of October, November, and December. She also included three write-ups from the parent educators which highlighted success stories from the Family Resource Center. Commissioner Douglas was concerned with the spread sheet numbers being used as a reporting tool and suggested that something be developed to accurately report on this commission investment. He also questioned the staff about the negative impact lack of project oversight due to lack of administrative personnel was having on the project. Commissioner Havener spoke about the Commission investment in a successful Family Resource Center being part of an overall community goal. Director Snider will continue providing regular project oversight, technical assistance, and support.

- 3.4 School Readiness Initiative:** Advisory Committee Report - The Advisory Committee met February 24 at 12:30 p.m. at the Department of Education in Conference Room E. They reviewed the technical assistance that was being provided to applicants. Their next meeting will be Monday, April 28, to review the proposal recommendations for the School Readiness Initiative.

- 3.5 Financial Plan Review** - Financial Committee members Bob Douglas, Carl Havener, and Chris Applegate met on February 20, 2003. Final draft Financial Plan was reviewed and discussed.
- Commissioner Bob Douglas made the motion to adopt the Financial Plan as outlined and presented by the Financial Committee and Director Snider, seconded by Commissioner Paula Brown-Almond, motion carried 5-0.

**3.6 INFORMATIONAL: Commissioner Updates**

- Commissioner Douglas handed out the LAO 2003-04 Budget Analysis: Education, Child Care and Development. The analysis examines Child Care Realignment and the option of realigning child care to the California Children and Families Commissions.

Commissioner Douglas requested that "CHILD CARE REALIGNMENT" be placed on the agenda for further discussion and proactive planning.

- 3.7 Evaluation of Program Director** – The Personnel Committee met and has completed their evaluation process, which remains the same as last year. They will be meeting to review their results with Chairperson George Russell and then schedule an appointment with Director Snider to complete their process. A summary review of the evaluation of the Program Director will be presented to the Commission next month in a closed session.

**3.8 ADJOURN**

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff*